

Job Applicant Privacy Notice

Social Value Portal

April 2018

As part of the recruitment process, the Social Value Portal Ltd collects and processes personal data relating to job applicants. We are committed to being transparent about what the data that we collect and process, as well as meeting our data protection obligations e.g. according to the GDPR.

What do we collect?

Social Value Portal Ltd collects a range of information about you, including:

- Name
- Address
- Contact details (email address and telephone number)
- Information about your current employment, including such as position, work history, remuneration, benefit entitlements
- Disability status
- Entitlement to work in the UK

This information may be collected in a number of ways. This may include application forms, CVs, covering letters, obtained from your passport/other identity documents, collected through interviews or other assessments.

We may also collect data through third parties (such as references from former employers). We will only seek information from third parties once a job offer has been made, and we will inform you that we are doing so.

Data will be stored in a range of place, including HR management systems, other IT systems (including online cloud storage and email systems).

Why do we process personal data?

We need to process personal data to take steps at your request prior to entering into a contract with you, or in order to enter into a contract with you. Occasionally, we may need to process data to fulfil legal obligations, for example to check that a successful applicant is eligible to work in the UK before employment starts.

Social Value Portal Ltd has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidates's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Social Value Portal Ltd may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment team/HR, interviewers involved in the requirement process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

How do we protect data?

We take the protection of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long do we keep data?

If your application is unsuccessful, we will hold your data on file for three (3) months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new data privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where Social Value Portal Ltd is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Peter Armitage at peter.armitage@socialvalueportal.com.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Social Value Portal Ltd during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.